

17 JUN  
1970

12 June 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-12

SUBJECT : Recruitment and Appointment of Staff Personnel - Timing  
of Entry on Duty

REFERENCE:

- 25X1
- 25X1
1.  establishes the Director of Personnel as "Appointing Officer" for all staff personnel with authority to give assurances regarding the nature of employment and job tenure.
  2. Under restricted personnel authorizations, it is especially important to time the entry on duty of new staff employees with consideration for employment levels and personnel ceiling controls.
  3. In order to ensure correct EOD timing, all official negotiations with applicants concerning establishment of EOD dates must be conducted by representatives of the Staff Personnel Division. In each case, they will consult with the operating components and Career Services concerned. This will also avoid the confusion which occurs when several Agency representatives become involved in such negotiations with an applicant.

Robert S. Wattles  
Director of Personnel

OPM 8-70

Group 1  
Excluded from Automatic  
Downgrading and  
Declassification

25X1  
8-7